

SECRET

25X1A9a

25X1A9a

Chief, Management Staff

12 January 1956

25X1A9a

Mr. [REDACTED], For O&amp;M Staff (DE/S Area)

25X1A9a

Report for Week Ending 11 January 1956.

1. Project 6-16, Survey of Personnel Procedures

25X1A9a

a. [REDACTED] - Continuing the follow-up on procedural and machine records problems related to the installation of the Manpower Control system in Commo. T/O is being screened by Commo and Personnel. Personnel and Machine Records are devising the set-up to provide the necessary "runs" of registers under the new system. Personnel is developing formats of simplified Form 52's to reduce preparation time. Formalized procedures will be written as each process is formalized.

25X1A9a

b. [REDACTED] - Submission of personal action flow charts to the Office of Communications for approval has disclosed the existence of divergent opinions internally with respect to routines pertaining to the CSB and those of the Admin Staff. These differences are now pending reconciliation. - Charts relating to the flow of personnel actions in OCR are 50 percent complete.

2. Project 6-14, Study of Overtime Practices. No action.

25X1A9a

3. Project 5-80, Review of Procedures, Printing Services Division [REDACTED]. The test run to prove or disprove the advisability of gathering statistical data and posting manually, as against the present method of gathering the same data by IBM, has been started. The test will run two weeks. Other changes recently made are running satisfactorily and proving their worth.

4. Project 5-64, Management Survey, Office of Personnel [REDACTED]. Report of the survey of Personnel Assignment Division was re-written to conform to the shorter format urged for such reports. It is now being circularized for concurrence.

25X1A9a

5. Project 5-1, Management Survey, Office of the Comptroller. No action.

a. Project 5-1a, Fiscal Division [REDACTED]. January 10th a meeting was held in the office of the Comptroller to discuss the operational improvements made during the period of the survey made by the Management Staff for the Fiscal Division. Attending the meeting were Mr. Saunders, Mr. [REDACTED] Office of Comptroller, [REDACTED] and Mr. [REDACTED] Management Staff. It was suggested that additional data be gathered, for comparative purposes, as to the number of employee Time and Attendance Reports assigned to one payroll clerk. This check with other governmental agencies is being made.

25X1A9a

25X1A9a

25X1A9a

25X1A9a

~~SECRET~~

25X1A9a

6. OCR, Document Branch, CIA Library [REDACTED]. Checked the duties performed by OCR employee temporarily assigned to the Printing Services Division for the purpose of wrapping and distributing OCR printed material and discussed the operation with Mr. [REDACTED], Printing Services Division. A meeting is arranged to discuss the matter with Mr. [REDACTED] and other representatives from OCR Friday morning.

25X1A9a

25X1A9a

25X1A6a

7. [REDACTED], Supply Division, Office of Logistics. Subject: Organization of Adjustment. No change. [REDACTED]

25X1A9a

8. A request for a T/O change and ceiling increase of 6 positions for Procurement Division, OL is now being processed on a priority basis. [REDACTED]

25X1A9a

25X1A9a

~~SECRET~~